



## PROJECT MANAGER, SCIENTIFIC PROGRAMS

### Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

### General Statement

The mission of the Scientific Programs team is to attract and advance the most promising basic research in stem cell, genomics and areas related to regenerative medicine and gene therapy.

The Project Manager for Scientific Programs Team reports to the Vice President of Scientific Programs and is responsible for administrative and project management related topics including coordinating, managing, and implementing critical process aspects of the team's operations. The Project Manager must be able to work independently and must be able to exercise sound judgment. The Project Manager liaises with other CIRM team members in information technology, grants management, and legal as well as with science officers to coordinate activities.

### Job Functions

- Manage the day-to-day Scientific Programs team calendars and project management software (Monday.com)
- Leading and performing project management activities to assist the Vice President of Scientific Programs in delivering on the group goals and enhance overall team performance using state of the art project management systems and tools.



- Organizing and implementing all activities related to the organization of internal and external meetings including working with internal science officers and various CIRM groups such as legal and finance and with external stakeholders.
- Drafting agendas and notes from meetings, circulating them to all constituents and depositing all relevant documents in the appropriate repository.
- Organizing and managing internal requests for portfolio analyses reports by coordinating the process with Scientific Programs lead to effectively and timely provide results. Keep portfolio analysis up to date.
- Performing team coordination and assistance in writing the group Standard Operating Procedures (SOPs) and working with the team on the implementation and continued compliance and follow up to those SOPs.
- Supporting the Vice President in managing internal data bases, team meeting highlights, and follow up action items, generating reports, PowerPoint presentations, portfolio analysis, and data management collection and assembly.
- Working closely with the Vice President of Scientific Programs, organizing, and maintaining calendar, travel plans, meetings registrations, as well as the Scientific Programs Team's official records.
- Assisting in the generation and collection of materials related to the Scientific Programs Team goals and annual budget preparation.
- Supporting Scientific Programs Team in managing the Discovery and Education program announcement requests and coordinating meetings with potential applicants.
- Coordinate with cross-functional groups at CIRM to develop detailed project plans and timelines (Monday.com) to monitor and track progress of different projects and/or initiatives.
- Provide project management support for new concept proposals and development.
- Triage informational inquiries from external collaborators and potential applicants, and schedule consultations as necessary.
- Foster a team culture of accountability by setting agendas, directing collaborative and efficient discussions and establishing agreement on a clear path to success.
- Contribute towards sustainability of project management processes, tools and systems.
- May develop and implement continuous improvement and optimization initiatives across the department.



### **Coordinating Department Activities and Communication**

- Contributing to the overall Scientific Programs portfolio of grants' success by coordinating flow of materials/information to grants management officers, directors, information technology team, and science officers as appropriate.
- Collaborating and frequently communicating with other CIRM teams to harmonize procedures and resource allocation as needed.
- Participating in the Grants Management System development process to ensure proper design and implementation of new web-based applications, forms, and user interfaces.
- Developing, tracking, and reconciling budget for the Scientific Program Team's activities.
- Assisting Scientific Programs team members in travel, meeting registration and scientific article purchases.

### **Harmonizing with the CIRM Mission**

- Demonstrating in their words and actions commitment to CIRM's mission.
- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

### **Supervision Received**

The Project Manager reports to the Vice President of Scientific Programs.

### **Qualifications**

- Bachelor's or Master's degree with a focus in Science (preferred).
- Preferred three years of experience in a Project Management or related role.
- Preferred experience in a Science or Health Care environment with relevant duties required to perform the Project Manager's tasks.
- Demonstrated effective communication, coordinating project tasks and project lifecycles, coordinating schedules, managing timelines.
- Demonstrated critical thinking and problem solving as well as risk management skills.
- Skilled in verbal and written communication.
- Effective organizational, planning and project management abilities.



- Strong analytical skills to organize and analyze data, and generate project summaries.
- Ability to function independently and handle multiple, simultaneous projects.
- Ability to implement change in a positive, forward- thinking manner.
- Excellent time management skills.
- Ability to logically organize details.
- Proactive attitude.
- Anticipates needs of those assisted.
- Ability to schedule large, multi-stakeholder meetings.
- Experience with assembling published documents.
- Proficiency and strong literacy in common computer applications including internet research, Microsoft Office (Work, Excel, PowerPoint, Adobe Pro) and email are essential; demonstrated proficiency with state-of-the-art project management software and tools is a key requirement for this position. Proficiency in Monday.com is a plus.
- Formal training (Project Management Professional certification) is preferred.

### **Working Conditions**

- Hybrid environment working both at CIRM headquarters in South San Francisco 3 days a week and 2 days at home. In-person attendance of organizational meetings and board, subcommittee, and working group meetings as required.
- Be available to work outside of normal business hours.
- Provided standard office equipment such as, but not limited to, a personal computer (desktop or laptop models)

### **Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

### **Salary Range and Benefits**

The annual salary range for the Project Manager is \$109,000 - \$141,000. CIRM offers a competitive compensation package.



**Final Filing Date:** 10 days out, or until filled.

### **How to Apply**

Interested candidates are required to submit the following application package:

- Cover Letter
- CV/Resume
- California State application at <https://jobs.ca.gov/pdf/std678.pdf>

\*\*\*A California State application (Std. 678) is required as CIRM is a state agency. You will not be considered without this.

**To: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)** (Electronic applications preferred)

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Human Resources

Attn: CIRM, Jobs

PO Box 980790

West Sacramento, CA 95798-0790

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

### **Application Information**

All applicable fields on the State Examination/Employment Application (STD. 678) form must be filled out completely. Resume must be included. Clearly indicate on the STD. 678 form in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement. Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all the required documentation (incomplete application package) may be eliminated from the selection process.

**NOTE:** For security purposes, your full social security number is not required on the application.



For any inquiries about the position sent to [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov), the e-mail should have the position title on the subject line.

### **Contact Information**

The Human Resources Specialist is available to answer questions regarding the application process and the position.

Human Resources Contact: Kathie Raftery  
Email - [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the Equal Employment Officer listed below:

- Vanessa Singh
- Email: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

### **Equal Opportunity Employer**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

### **Benefits**

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at [www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx](http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx).

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website



at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

\*All hires at CIRM are Exempt from civil service and considered Excluded for the purposes of collective bargaining.